

DISPOSAL MAPPING GUIDE: DA405 to Revised Draft authority

Term	DA405 Ref	Draft authority Ref	Details of amendments
BUSINESS DEVELOPMENT			
Campaigns			
	1.1.1	2.11.1	No change to scope of disposal class. No change to retention period.
	1.1.2	2.11.2	Amendment of scope to combine DA405, entries 1.1.2 and 1.1.3 covering campaign development, production and coordination. No change to retention periods.
	1.1.3	2.11.2	See above re combining of entries. No change to retention period.
Events			
	1.2.1	2.9.3	No change to scope of disposal class. Retention period reduced by 3 years.
	1.2.2	2.9.4	No change to scope of disposal class. Retention requirements changed from 1 year after action completed to 'after administrative or reference use ceases'.
Marketing			
	1.3.1		Entry removed. Identified records covered by <i>General retention and disposal authority: administrative records</i> (COMMUNITY RELATIONS – Marketing)
Product Development			
	1.4.1	2.11.3	Disposal class description amended to remove product specific references and to incorporate coverage of consumer/client group testing previously covered by DA405, 1.4.2. No change to retention period.
	1.4.2	2.11.3	See above re combining of entries. Retention period increased from 3 to 5 years.